



communications  
& event planning

## SAMPLE HR LETTER

May 15, 2022

Edmonton Corporate Challenge  
PO Box 67, STN Main  
Edmonton, AB T5J 2H5

To Whom it May Concern

Please accept the following individuals as employees of TNT Event Promotions Inc. We certify that they are all employed by our company and all fall within the eligibility requirements.

Cournoyer, Liane  
DeNiro, Robert  
Gartner, Tammy  
Glass, Kristin  
Pitt, Brad

If you have any questions, please feel free to contact me at 780-463-9500. We look forward to the Games

Thank you,

Joe Schmo  
Human Resources Director  
TNT Events